



International
Labour
Office
Geneva

Building modern and effective labour inspection systems



LAB / ADMIN
Labour
Administration
and Inspection
Programme



International Training Centre

Building modern and effective labour inspection systems

International Labour Office Geneva

International Training Centre of the ILO Turin

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Building modern and effective labour inspection systems

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Preface

Labour administration and labour inspection have enjoyed an increasingly high profile in recent years, both at the national and international levels. Much of the increased interest has come from governments, as labour administration in a globalized world has become a key factor in the elaboration and implementation of Governments' economic and social policies.

The 2008 ILO Declaration on Social Justice for a Fair Globalization reaffirmed the need to “strengthen the ILO's capacity to assist its Members' efforts to reach the ILO objectives in the context of globalization and of promoting social dialogue and tripartism as the most appropriate methods for (among others) ... making labour law and institutions effective, including in respect of the recognition of the employment relationship, the promotion of good industrial relations and the building of effective labour inspection systems.”

The International Training Centre of the ILO continues to play a core role in assisting the constituents, especially the labour inspectorates throughout the world to better implement policies and laws. Its training activities are essential for developing skills at the national level which allow better compliance with labour legislation. This involves building the capacities of labour administrations/ inspectorates as well as those of workers and employers.

This training package on “Building modern and effective labour inspection systems” is the result of a close and practical cooperation between the Labour Administration and Inspection Programme of the ILO (LAB/ADMIN) and the International Training Centre, which believe that the importance of labour inspection in promoting decent work is more and more recognized as a fundamental tool of good governance.

International standards for labour inspection have existed for many years. These include the Labour Inspection Convention, 1947 (No. 81) and the Labour inspection (Agriculture) Convention, 1969 (No. 129). Other Conventions include provisions on labour inspection such as the Convention concerning Occupational Safety and Health and the Working Environment, 1981 (No. 155), the Convention concerning the Promotional Framework for Occupational Safety and Health, 2006 (No. 187) and the Convention concerning the Inspection of Seafarers' Working and Living Conditions, 1996 (No. 178) which recognises the need of labour inspection for mariners.

Through the international labour standards framework and with this training module, the ILO aims to strengthen labour inspection systems with a view towards ensuring compliance with labour laws and sound labour inspection policies.

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1. Introduction

In order to implement fundamental rights at work, there is the need for a coherent framework, including a comprehensive employment policy, strong and effective social dialogue which involves the social partners in all the processes, as well as an efficient system of labour inspection that also covers the agricultural sector. It is for this reason that the International Labour Organization has identified four Conventions as priority instruments for good governance, due to the function they play in helping member countries promote and enforce fundamental rights:

- Labour Inspection Convention, 1947 (No. 81)
- Employment Policy Convention, 1964 (No. 122)
- Labour Inspection (Agriculture) Convention, 1969 (No. 129)
- Tripartite Consultation (International Labour Standards) Convention, 1976 (No. 144)

Two of these four Conventions deal with labour inspection, a key pillar of the labour administration system in charge of the supervision and implementation of labour legislation and labour policy principles in the workplace.

The Labour Inspection Convention, 1947 (No. 81) provides useful guidance for designing and monitoring an efficient labour inspection system.

According to Article 3(1) of the Convention, the primary functions of the system of labour inspection are:

- To secure the enforcement of the legal provisions relating to conditions of work and the protection of workers while engaged in their work. Provisions relating to hours, wages, safety, health and welfare, the employment of children and young persons, and other connected matters, in so far as such provisions are enforceable by labour inspectors.
- To supply technical information and advice to employers and workers concerning the most effective means of complying with the legal provisions.



- To bring to the attention of the competent authority defects or abuses not specifically covered by existing legal provisions.

In many countries, and in particular developing countries, labour inspectorates lack the resources for coping with the abovementioned tasks. The economic development model largely adopted in the last decades has tended to further reduce its functions, promoting other “softer” systems of compliance and stressing the preventive and awareness-raising function of labour inspection compared to the enforcement function.

Today, the economic crisis has highlighted the importance of good labour market governance and of a solid normative framework.

In this context, labour inspection is again capturing the interest of the international community, and this momentum should be utilized by member states to analyse, redesign and strengthen their systems.

2. Strengthening national institutional capacity

The ILO Labour Administration and Labour Inspectorate Programme (LAB/ADMIN) aims to strengthen labour inspection systems with a view to ensuring compliance with labour laws and sound labour inspection policies. In so doing, LAB/ADMIN provides a wide set of services:

- assesses labour inspection systems in the framework of relevant ILO standards;
- provides technical assistance and guidance on labour inspection topics to constituents;
- assists in updating relevant labour and administrative legislation;
- promotes an exchange of good practices and initiatives to improve labour inspection efficiency;
- designs and manages relevant technical programmes on labour inspection;
- undertakes research on relevant topics, including innovative approaches to promote compliance with labour legislation;
- promotes gender equality among the staff and policies of labour inspectorates;
- supports the institutional development of labour inspection through international networks

In collaboration with the ILO's International Training Centre (ITC/Turin), LAB/ADMIN provides guidance and tools to member states in order to strengthen their institutional capacity in labour inspection, assist them in defining national capacity building strategies and in designing curricula and training programmes at different levels.



3. The importance of qualified human resources

In order to be able to perform all the functions required of a modern and efficient labour administration and labour inspection, qualified staff is essential.

The staff of the labour administration system shall be composed of persons who are suitably qualified for the activities to which they are assigned and who are independent of improper external influences (Convention 150, Art. 10). This is particularly important for particular services, such as labour inspection, where specific technical competencies are required - these qualifications should be ascertained by the appropriate body (Recommendation 158, Art. 23 (2)).

Labour administration staff shall have the status, the material means and the financial resources necessary for the effective performance of their duties (Convention 150, Art. 10(2)).

Labour administration staff and Labour inspectors shall be adequately trained for the performance of their duties. (Convention 150, Art. 10 and Convention 81, Art. 7, Art. 3)

The need to provide learning opportunities to staff is further underlined by Recommendation 158, which urges that the staff of the labour administration system should receive initial and further training at levels suitable for their work (Recommendation 158, Art. 22(1)). Reference is also made to lifelong training, by recommending the establishment of permanent arrangements in order to ensure training is available to labour administration staff throughout their careers.



4. The training package on “Building modern and effective labour inspection systems”

A special effort is made by ILO LAB/ADMIN and the ITC/Turin to support member states in improving the status and strengthening the competences of their labour inspection staff.

In the framework of the Norwegian-funded project “Enhancing labour inspection effectiveness”, the ILO/ITC Turin and LAB/ADMIN developed a new Curriculum on labour inspection. The Curriculum is based on a modular training manual, which covers a wide range of aspects related to labour inspection; from principles, policies and strategies, to practical tools and methods.

The first two modules provide a general framework in which labour inspection operates. It starts from the broader System of Labour Administration and follows with the main functions, roles and trends of labour inspection.

**1 General Framework;
Labour administration and its key functions**

2 Introduction to Labour Inspection

The following three modules deal with policies and strategies of labour inspection. These modules target policy and decision-makers and provide guidance for developing a vision and mission for their labour inspection system and define patterns for operationalizing them.

3 Policy and procedures

4 Strategies of compliance

5 Cooperation and partnership

The next four modules deal with the three main areas of labour inspection, namely working conditions,

employment relations and occupational safety and health. A specific module addresses vulnerable groups of workers, with particular focus on child labour, human trafficking, forced labour, HIV/AIDS and workers in the informal economy.

6 Inspection of working conditions

7 Inspection of employment relationships

8 Inspection of occupational safety and health

9 Vulnerable groups

A specific module is devoted to the factory visit, the very heart of labour inspection work. It provides guidance and tools for preparing, conducting, reporting and ensuring follow-up to the visit.

10 The labour inspection Visit

The last two modules illustrate tools for improving the performance of labour inspectors, with particular emphasis on strengthening their competences.

11 Tools of the labour inspectorate

12 Institutional Capacity Building

An overview of the modules is provided in part eight.

5. The modular structure

Each module includes:

- An overview of the main topics (“what this module is about”)
- Objectives
- Table of contents
- Content development, including boxes with examples of good practices
- Learning activities (individual and group exercises, case studies, discussions, etc.)
- Bibliography and key references (including Internet links)
- List of additional reading
- PowerPoint presentations

The content has been selected and structured by a pool of international experts, building on existing documents and training material - of different nature and with different approaches - over the last 10 years by the ILO (departments, offices and projects), the ITC/Turin and IALI¹.

6. Training strategy and target population

The purpose of the Curriculum is to equip Labour Inspectorates with comprehensive training material, which can then be used as a tool and as a reference to develop their own training curriculum adapted to the specific context, strategies, priorities and needs of the country.

The Curriculum has been designed for 2 weeks of instruction of trainers, to enable them to design their own curricula, adapt the material, integrate it with specific national issues, etc. However, the modular structure is very flexible and the modules can be used either in the sequence suggested in the training package (a two-week workshop) or in shorter workshops (3-5 days) by reducing the number of activities; or expanded to additional weeks by adding further case studies, activities and more detailed presentations. Individual modules could also be used separately, for specific short events, or packaged in a different tailor-made sequence, according to different objectives, context, target population and time constraints.

This flexible structure can be customized for addressing different target groups:

- Policy and decision-makers
- Managers of Labour Inspectorates
- Senior Labour Inspectors
- Trainers
- Monitors
- Newly recruited Labour Inspectors
- The representatives of Workers and Employers

The matrix on the following page suggests the relevance of the different set of modules for the different target groups.

¹ IALI, International Association on Labour Inspection

USE OF THE PACKAGE ACCORDING TO THE TARGET POPULATION

MODULES		Policy makers	Managers	Trainers ²	Newly recruited Labour Inspectors	Senior Labour Inspectors	Social Partners
1	General framework; Labour administration and its key functions						
2	Introduction to labour inspection						
3	Policy and procedures						
4	Strategies of compliance						
5	Cooperation and partnership						
6	Inspection of working conditions						
7	Inspection of employment relationship						
8	Inspection of occupational safety and health						
9	Vulnerable groups						
10	The Labour Inspection Visit						
11	Tools of the labour inspectorate						
12	Institutional Capacity Building						

Legend:

	Relevant, to be addressed in full, including learning activities		To be addressed in part, so as to familiarize participants with the subject areas.		Not relevant
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² Trainers will also need exposure to training methodology - based on adult learning approaches - and coaching in the use of the modules. Monitors could receive the same training of the senior inspectors, plus basic pedagogical training and guidance.

7. Packaging and use

The training manual has been conceived as a “work-in-progress”.

It is packaged in a ring binder, to give to users maximum flexibility for adapting, updating and/or integrating the material with further exercises, examples, case studies and additional documentation.

This simple, user-friendly presentation will allow for easy tailor-made utilization; the training manual will be reproduced and packaged *in loco*, just before its use and in the number of copies required, avoiding expensive and space-consuming stocking of material, the cost of pouching or rigid formats which prevent permanent updating.

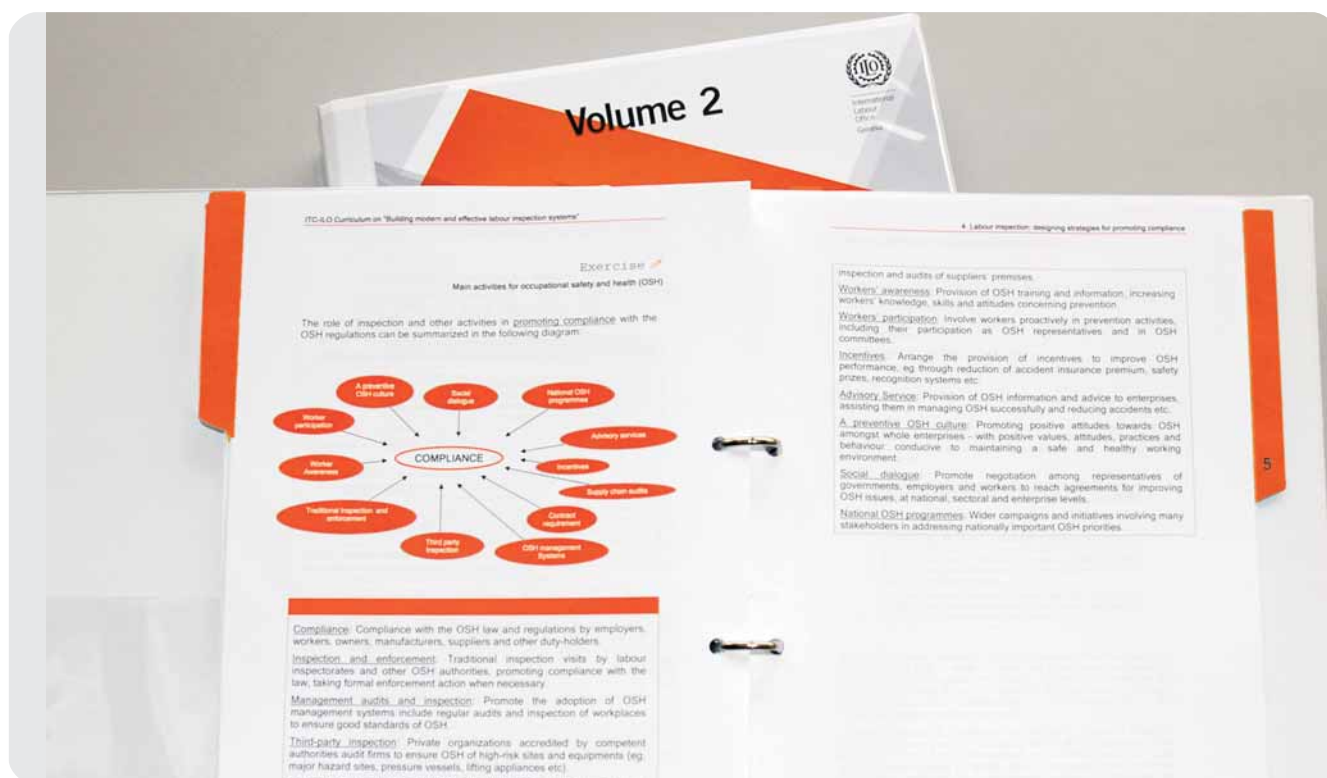
The material has been designed as a concrete tool for capacity building; upon request, LAB/ADMIN and the ILO/ITC Turin can assist member states in designing capacity-building strategies on labour inspection, including the organization of training programmes for the different target groups identified in the national strategy. The training material is conceived in a way to be easily used to organize training courses and sessions. However, in order to be fully familiar with both content and methodology, a set of TOT (Training of Trainers) courses is needed, with the aim of

creating a core group of trainers able to replicate and adapt the Curriculum. International training courses for managers and trainers on labour inspection will be organized in ITC/Turin; on this occasion, PowerPoint presentations and electronic versions of the training manual will be distributed to course participants to create a multiplier effect.

The feedback workshop

An international “feedback” workshop took place in December 2009 in Madrid, in collaboration with the Spanish School of Labour Inspection and Social Security. The main purpose of this meeting/workshop was, in the limited time available, to benefit from the presence of high-level senior experts in labour inspection from several countries and continents in order to receive first-hand feedback on the Curriculum, in particular concerning:

- The proposed learning strategy
- The suggested target population





- The coherence of the Curriculum in terms of:
 - The consistency of the objectives
 - The structure
 - The relevance of the contents
 - The coherence of the contents in relation to the objectives
 - The relevance of the examples and case studies and the identification of good practices and examples to be added
 - Target population; coherence of the Curriculum with the training needs of the target population

The experts attending the workshop warmly welcomed the renewed interest of the ILO in the area of labour inspection and the quality and relevance of the global products with regards to the research and training material. They also provided technical input for the revision and finalization of the content of the training package.

Translation and adaptation

The Curriculum, in English, is a “global product”, namely a “standard”, “international” training curriculum. A process of adaptation to specific regional or national contexts - including translation, integration of country-specific references and examples - is needed in order to contextualize the material and make it relevant for the specific situation and training needs.

The translation of the Curriculum into Arabic and the adaptation of it to the Arab context are ongoing and training activities based on the Curriculum are organized in several Arab countries.

The Spanish translation and adaptation for Latin American countries is also proceeding and will soon be available.

Several member states are asking the ILO and the ITC/Turin to let them benefit from this capacity building support. If financial support will be provided, translation and adaptation is foreseen in French (mainly for French-speaking Africa) and in Portuguese (mainly for the Portuguese-Speaking African Countries (PALOP)).

8. Building modern and effective labour inspection systems: the training modules in a nutshell

MODULE 1 General framework: Labour administration and its key functions

Objectives	Overview
<p>Participants should be able to:</p> <ul style="list-style-type: none"> ✓ Describe the key roles and functions of labour administration with reference to ILO Convention No. 150 and Recommendation No. 158. ✓ Situate the Labour Inspection System in the broader framework of the Labour Administration System. 	<p>As explained in chapters one and two, ILO Convention No. 150 and Recommendation No. 158 provide reference for developing available systems of labour administration responsible for all aspects of national labour policy formulation and implementation. The module illustrates the difference between the concept of labour administration and the concept of a system of labour administration, as per Art. 1 of the Convention. The term “labour administration” means public administration activities in the field of national labour policy while the term “system of labour administration” covers all public administration bodies responsible for and/or engaged in labour administration, whether they are ministerial departments, public agencies, including parastatal and regional or local agencies, or any other form of decentralized administration and any institutional framework for the coordination of the activities of such bodies and for consultation and participation of employers, workers and their respective organizations.</p>
Key contents	
<ul style="list-style-type: none"> ● Historical overview ● The concept of labour administration system ● Key roles and functions of labour administration <ul style="list-style-type: none"> ▪ Labour Standards ▪ Industrial Relations ▪ Employment ▪ Research ● New challenges for labour administration <ul style="list-style-type: none"> ▪ Informal Economy ▪ Migrant workers ▪ Employment relationship and undeclared work ● HIV/AIDS ● Gender mainstreaming in labour administration ● Organization of a national system of labour administration ● The importance of qualified human resources 	<p>Chapter three illustrates the four areas in which the system of labour administration is to exercise its functions according to Recommendation No. 158: labour standards; labour relations; employment and research in labour matters. In fact, a key role of labour administration is to prepare, develop, adopt, apply and review labour standards. Labour legislation regulates both individual employment relationships and collective labour relations; protects basic freedoms and rights at work and ensures minimum labour standards. The labour inspection system operates in this framework.</p>

Labour administration can play a vital role in facilitating, promoting, supporting and strengthening industrial relations, starting with providing an effectual legal framework. In more and more countries labour administration establishes a system for the prevention and resolution of labour disputes, setting up an expeditious voluntary conciliation machinery which is free-of-charge and that assists the parties in finding a solution to labour disputes on their own. A key function concerns social dialogue. Labour administration could promote bipartite, tripartite and tripartite plus bodies at different levels (national, sectoral, or on specific issues); it can provide institutional framework and administrative support such as facilities and secretariat and engage in social dialogue in the public sector.

Designing, implementing and monitoring employment policies and services are the cornerstones of a labour policy. Matching labour supply and demand is a challenge which needs a reshaping of public

employment services (PES) in order to offer efficient services to both jobseekers and employers. It includes information services, skills assessments, vocational guidance and counselling, labour market information and databases. Research and statistics provide vital input for evidence-based labour policy design. Sex disaggregated data collection and gender-focused studies contribute to the elaboration of inclusive policies, strategies and programmes.

In the framework of globalization and the economic crisis, some challenges need to be urgently addressed, such as the informal economy; migrant workers; employment relationship, undeclared work and HIV/AIDS. Chapter five deals with these issues. Chapter six raises awareness about gender mainstreaming in labour administration and chapter eight underlines the importance of qualified staff for performing the duties required by a modern and efficient labour administration system.



MODULE 2 Introduction to labour inspection

Objectives

Participants should be able to:

- ✓ Briefly describe the historical development of labour inspection and the key international labour standards on the subject.
- ✓ Explain the main purpose and functions of labour inspection and how it can be effectively undertaken.
- ✓ Describe the status, resources, powers and duties that labour inspectors require to perform their functions effectively.
- ✓ Analyze emerging trends in labour and social issues and the challenges they pose for labour inspection.



Key contents

- Labour inspection: a short history
 - Early developments; International developments
 - The Labour Inspection Convention, 1947 (No. 81)
 - From 1947 to the present day: towards broad coverage
 - The International Association of Labour Inspection
- The labour inspection
 - System Purpose and functions of labour inspection
 - Scope Status of Labour Inspectors.
 - The conditions of service of labour inspectors
 - The powers of labour inspectors
 - The obligations of labour inspectors
- Current Challenges in labour inspection
 - Changes in the economic situation and social structure
 - Changes in the industrial structure
 - Changes in labour organization
 - Changes in social expectations
 - Changes in the nature of work hazards
 - Implication for labour inspectors
 - Structure and organization of labour inspection
 - Principles of labour inspection



Overview

The right of workers to decent working conditions is a fundamental human right, and it was at the origin of the creation of the International Labour Organization (ILO) in 1919. As mentioned in chapter one, national governments have a responsibility to introduce legislation and policies, in consultation with employers' and workers' organizations, that promote such conditions and to appoint labour inspection services that will supervise the proper application of such legislation and policies and to promote their compliance. Such services are therefore a very important part of the overall system which ensures decent working conditions are actually achieved in practice at the enterprise level.

Chapter two and three describe the broad basis for the functions, principles and duties of labour inspection services as provided by the Labour Inspection Convention, 1947 (No. 81). That Convention has been widely ratified and almost every country now provides some form of labour inspection service. Such services are organized differently from country to country and resource allocations also vary markedly, due to different levels of economic development, of political and professional support, different national priorities as well as other factors.

Nevertheless the functions of labour inspection services are often broadly similar worldwide, corresponding closely to those laid down in Convention No. 81. Labour Inspection is thus a public function organized by the State. In practice, the labour inspection services - or 'labour inspectorates' - give information and advice to employers, workers and others through workplace visits. Where necessary, and frequently as a last resort, inspectors may use their injunction powers and take formal enforcement action in order to achieve compliance with the law.

The legal mandates of inspectorates also vary from one country to another; they may include such diverse topics as occupational safety and health, welfare, working time and wages, social dialogue, labour relations and illegal employment, discrimination issues, child labour and, more recently, HIV/AIDS and forced labour.

Chapter four provides information on the status of labour inspectors (conditions, powers and obligations), while chapter five calls attention to the fact that labour inspectorates have to perform their duties in a challenging environment, including important changes in the economic situation and social structure; in industrial structure; in the organization of labour and employment; in the social and political expectations; in technology and in the nature of work hazards.

MODULE 3 Policy and procedures



Objectives

Participants should be able to:

- ✓ Describe the importance of adopting a labour inspection policy as well as its purpose and contents.
- ✓ Examine the main aspects, in order to define the inspection approach and discuss advantages and disadvantages.
- ✓ Describe the process and its value, as well as the main considerations for good planning.
- ✓ Explain the role that monitoring and evaluation of labour inspection has in improving its future performance, as well as the reporting process.

Key contents

Developing Policy for labour inspection

- The wider policy context
- Some principles for effective inspection
- Drafting and adopting the policy

● Defining the approach

- Issues to be addressed
- Policy formats
- The task of labour inspection
- The 'sanctions' and 'compliance' approaches
- Information and advice
- Proactive and reactive inspection
- Frequency of inspection
- Priorities for inspection
- Discretion in inspection
- Consistency in inspection

● Operational planning

- The importance of planning
- Strategic planning
- Action planning
- Inspection programmes
- Individual work programmes

● Monitoring, evaluation and reporting

- Monitoring and supervision of inspection activities
- Evaluation
- Report of labour inspection activities

Overview

The international labour standards related to labour inspection define a number of principles, functions and rights and duties, as well as legal powers. They also guide national labour inspectorates on fundamental issues regarding structure and organization. However, there are many issues on which international guidance cannot be prescriptive and in fact varies from one country to another and is related to issues such as the labour context, the level of development, resources, priorities, etc., so the labour inspection policy in a specific country should reflect both sources of influence. Labour inspection policy provides a reference for both inspector staff and “users” (employers, workers and the general public) on how the Labour Inspectorate will carry out its legal functions. It also ensures transparency in the way that an inspectorate will conduct its operations and relationships with the stakeholders. The main internal purpose of the labour inspection policy is to give clear direction to the organization's mandate.

Chapters one and two present the main common characteristics of the labour inspection policies and the main issues on which the policy should provide information and guidance; for example, what is the general approach of the labour inspectorate in finding a violation? What are the priorities in terms of subject

matter? What is the degree of discretion of inspectors? How can inspectorates ensure consistency, fairness, transparency and accountability in their work? Will the Labour inspectorate investigate all serious accidents and complaints?

Managers have an important role in planning strategies and activities to be undertaken by the labour inspectorate. Strategic planning is a complex exercise that involves an analysis of the national situation and available resources while making political decisions based on priorities and the broad direction for the future. Action planning will make the strategic planning precise and concrete, defining the specific objectives, targets or outcomes to be reached, detailed activities and appropriate indicators and timeframes, resources involved, etc. All these issues are included in chapter three.

Chapter four addresses issues such as the monitoring and control of the progress of the planned activities (how to keep a balance in reaching the planned objectives and targets, the necessary reaction to new emerging and important issues, etc.) Also included is the evaluation of efficiency, effectiveness and impact as well as institutional reporting. Impact evaluations are the best way to provide information on the level of achievement of the labour inspection mission and the key element for continuous improvement and better decision-making in future planning exercises.



MODULE 4 Strategies of compliance

Objectives

Participants should be able to:

- ✓ Recognise the role of the quality of regulations as an important factor of compliance.
- ✓ Use methodologies to assess legislation and strategies to maximize the effectiveness of compliance.
- ✓ Describe strategies to improve the enforcement of labour legislation.
- ✓ Identify the key elements of the sanctions systems and some alternative modalities for sanctioning.

Key contents

- Factors influencing regulatory compliance
 - Regulations compliance strategy
 - The quality of the regulation
 - Hierarchy and structure of the regulation system
 - Ensuring dissemination and accessibility to regulations
- Strategies for enforcement
 - Guiding principles for enforcement
 - Enforcement - complementary strategies
- Sanctions scheme
 - Sanctions procedures
 - Modalities of sanctions
 - Determining the amount of fines

Overview

To secure the enforcement of the legal provisions relating to conditions of work and protection of workers, the ILO Conventions provide, inter alia, that the system of labour inspection shall supply technical information and advice to employers and workers. While such advice and information can only encourage compliance with legal provisions, it should nonetheless be accompanied by an enforcement mechanism that enables the prosecution of those guilty of violations reported by labour inspectors. The credibility of any inspectorate depends to a large extent on its ability to advise employers and workers on the most effective means of complying with the legal provisions within its remit. However, it also depends on the existence and implementation of a sufficiently dissuasive enforcement mechanism; for the labour inspectorate, the functions of enforcement and advice are inseparable in practice.

Chapter two illustrates the predominant general approaches of enforcement; the balance and modalities of advising and enforcement; the guiding principles for enforcement, as well as some complementary strategies to increase the impact of the labour inspectorate in its operations.

To ensure the credibility and effectiveness of systems for the protection of workers, measures against employers guilty of violations should be sufficiently dissuasive in order to make employers aware of the risks they run if they fail to meet their obligations. In order to be credible, it is important for penalties to be defined in proportion to the nature and gravity of the offence. Chapter three deals with sanctions, purpose, procedures and modalities

However, violations may also be the result of failure to understand the terms or scope of the applicable laws or regulations. It is then important to ensure the good quality of the regulations in terms of their clarity, their enforceability, consistency with other regulations, etc. The wide dissemination of the regulations among employers, as well as any support documents that helps employers (and other duty-holders) to understand not only “what ” but also “how”, should be important elements of the overall strategy that public authorities need to adopt to promote the implementation of the regulation.

MODULE 5 Cooperation and partnership

Objectives

Participants should be able to:

- ✓ Appreciate the importance of cooperation and partnership for ensuring impact and efficiency of a labour inspection system.
- ✓ Recognize the importance of collaboration within the Government.
- ✓ Describe different modalities for promoting tripartism and collaboration with social partners at different levels.
- ✓ Identify other important partners in a labour inspection system.
- ✓ Discuss the main issues of the international debate on voluntary compliance in relation to labour inspection.



Key contents

- Cooperation with social partners
 - The strategic framework of tripartism
 - Principles of tripartite cooperation in labour inspection
 - Cooperation with social partners at different levels (international, national, sectoral, enterprise, local)
 - Cooperation with employers
 - Cooperation with workers
- Cooperation among the inspection services
- Cooperation among the inspection services and other bodies
 - Social security and social insurance institutions
 - The police
 - Judicial bodies
 - Tax authorities and ministries responsible for the sectors covered by inspection
 - National human rights mechanisms
 - Immigration authorities
 - Social research institutions and universities
 - NGOs
 - The Media
- Voluntary compliance and beyond
 - Corporate social responsibility
 - Public-private partnership approach
 - Voluntary compliance
 - Multinational Enterprises
- Social Audit, monitoring and certification



Overview

The system-approach of Convention No. 150 on Labour Administration calls for cooperation among labour administration bodies and a wide range of other actors at the national and local levels, in all its main functions, starting with labour inspection, as illustrated in chapter one.

Chapter two illustrates the role of the natural partners of Government in labour inspection functions, namely the Social Partners, Workers' and Employers' representatives. Tripartism constitutes the natural framework of labour inspection if it is to be successful. This tripartite cooperation can happen at different levels in a coordinated manner: at the national level - for defining the policy framework for labour inspection; at the sectoral level - to give orientation for labour inspection in particular industries; at the local level and at enterprise level.

Several countries have adopted legislation requiring joint committees in enterprises above a certain size, in order to deal with matters related to labour inspection, such as working conditions and occupational safety and health.

Chapter two and three underline the importance of good and effective cooperation among the different inspection services, as well as with other bodies such as: social security and social insurance institutions, the police, judicial bodies, tax authorities, national human rights mechanisms, immigration authorities, social research institutions, NGOs and the media.

Chapter four opens a window on the international debate concerning private voluntary initiatives. In the last decade, several functions which traditionally belonged to labour inspection, have been covered by several forms of private initiatives, such as voluntary self-regulation, and audit systems which provide monitoring and certification of labour standards. Public-private partnership can be a useful means for promoting workers' rights, if the framework for this collaboration is well-defined and transparent. Corporate Social Responsibility (CSR) should be complementary and not an alternative to other institutional labour legislation enforcement mechanisms, *in primis*, labour inspection.

MODULE 6 Inspection of working conditions

Objectives

Describe the main issues concerning key working conditions (wages, working time, work organization, maternity related matters, violence at work).

- ✓ Make reference to key ILO instruments concerning the abovementioned working conditions.
- ✓ Discuss various measures that can be taken to improve working conditions.
- ✓ Discuss the role of labour inspectors in promoting compliance with relevant national legislation and in promoting good practice on the abovementioned issues.

Key contents

- Defining working conditions
- Wages
- Working time and work organisation
- Work and family. Maternity protection
- Psychosocial issues
 - Inspection of working conditions in specific situations
 - Working conditions in different types of workplaces
 - Specific categories of workers
- The sustainability of improvements of working conditions
- Impact of labour inspection of working conditions
 - Impact on enterprises
 - Impact on workers
- Workers in the informal economy
 - Lack of access to the informal economy
 - Problems and challenges
 - Experiences and initiatives against informal work

Overview

The aim of this module is to provide an overview of certain aspects of working conditions - in particular wages, working time and organisation and work and family issues - and the role of labour inspectors in promoting compliance with relevant legislation and improving working conditions. The subject of working conditions is a very broad one, and cross-references are made with the contents of other Modules, such as Module 8, on Occupational Safety and Health and Module 7 on Employment Relationships.

Chapter one gives an introductory overview on the subject, with reference to the ILO international labour standards and on the most recent trends concerning flexibility and flexicurity.

Wages and incomes are a key component of working conditions everywhere. Living standards and the livelihood of wage earners and families depend on



wage levels - when and how they are adjusted and paid - and also help determine overall consumption and economic performance in all countries. Most people work in order to earn money, yet in many parts of the world, access to adequate and regular wages is not guaranteed. Chapter two deals with this issue, with a particular focus on the importance of the role of setting and revising minimum wage levels, in order to protect the lowest paid workers and to ensure decent standards of living for workers and their families. It also underlines the principle of equal pay for work of equal value. Trends on Performance Related Pay (PRP) are also mentioned.

Chapter three mentions that the first ILO Conventions (1919) dealt with working time, establishing the eight-hour day and 48-hour week, recognizing the right to a certain amount of weekly rest and annual holiday with pay. Many changes have been made in many national labour legislations with the aim of introducing a high degree of flexibility in working time; this should not undermine basic working and living conditions. The determination of normal hours of work, the regulation of overtime, rest periods and breaks should be clearly defined in the employment relationship. Specific categories of workers (such as women during pregnancy and after giving birth) need to work in particular conditions.

Chapter four deals with maternity and family-related working conditions. ILO international labour standards set provisions for protecting the health and well-being of the child and prevent discrimination and dismissal of the mother during her maternity leave. Measures to balance work and family responsibilities for both men and women are increasingly adopted by countries, and can contribute to a more equal share of responsibilities and opportunities.

Working conditions can strongly improve or deteriorate according to the type of working organization applied, as illustrated in chapter five. This is also related to working time as increased work intensity, over certain limits, can greatly affect health, well-being and the social life of workers,



with a resulting negative impact on society as a whole. High workload generates fatigue, which is often the cause of injuries and health problems. Time pressure often generates stress, which sometimes can have extreme consequences, such as suicide.

Violence at work is also becoming an issue in many countries, as described in chapter six, which also examines mobbing and sexual harassment.

MODULE 7 Inspection of employment relationship

Objectives

Participants should be able to:

- ✓ Explain the problem of dependent workers who lack labour protection because of the too narrow scope of labour law or its interpretation; or because of the ambiguity of their employment relationship; or because the relationship has been disguised; or it is not clear who the employer is, what rights the worker has and who is responsible for them.
- ✓ Make reference to Recommendation No. 198 and in particular to the areas in which labour inspection plays a role; describe what kind of role this is.
- ✓ Discuss the situation and trends on employment relationships in the country

Key contents

- The employment relationship: defining the issues
 - Changing patterns of employment
 - Defining undeclared work
 - The role of labour inspection
 - International labour standards
- National policy and implementation
 - The need for national policy
 - Policy formulation and implementation
 - Combating disguised employment relationships
 - Dispute settlement
 - Effective application of legislation
 - Special categories of workers
 - Contractors and sub-contractors
 - Training for inspectors
- Determining employment relationships
 - Conditions and indicators
 - Guidance
 - Facilitating proof of employment
- Monitoring, review and updating
 - The need for updating and review
 - Tripartite monitoring mechanisms
 - Data and research
 - The role of labour inspectors

Overview

There are rights and entitlements which exist under laws, regulations and collective agreements and which are specific to workers who work within the scope of an employment relationship. The employment relationship is a notion which creates a legal link between the employee and the employer, to whom she or he provides labour or services under certain conditions, in return for remuneration. Self-employment and independent work, based on commercial and civil contractual arrangements are by definition beyond the scope of an employment relationship.





Changes in the structure of the labour market and in the organization of work are resulting in changing patterns of work both within and outside the framework of the employment relationship.

In some situations, it may be unclear whether the worker is an employee or genuinely self-employed. Sometimes the employment relationship is a borderline between dependence and independence and the employer can in good faith consider the dependent worker as a self-employed person. Something similar can occur with triangular relationships, especially if the legislation is silent or vague concerning them. Very often the employment relationship is ambiguous or disguised; false legal employment, false subcontracting, the establishment of pseudo-cooperatives, false provision of services and false company restructuring are among the most frequent ways to disguise the employment relationship. The disguise can be successful, especially if the gap between legislation and reality is very wide, sanctions are not dissuasive and labour administration and the judiciary are weak.

Chapter one examines some of the issues and trends with employment relationship in the world of work today and chapter two gives particular attention to the Employment Relationship Recommendation 2006, (No. 198), as a reference and guide for member States for addressing this issue comprehensively and is further illustrated in chapter three.

Chapter four explains ways and tools for determining the existence of an employment relationship and chapter five underlines the importance of monitoring the situation and trends.

As explained in chapter six, labour inspectors should become experts in distinguishing self-employment from dependent employment and they should be familiar with the main forms of disguising the employment relationship into a civil contract, or a bilateral employment relationship into a false triangular employment relationship. Labour Inspectors should be ready to identify disguised employment relationships during their visits and to alert her or his office of current practices. In so doing, Labour Inspectors will make effective the application of the law, but also will be making an important contribution toward the preparation or update of national policy and legislation.

MODULE 8 Inspection of occupational safety and health

Objectives

Participants should be able to:

- ✓ Define the basic concepts of occupational safety and health (OSH).
- ✓ Describe the human and economic impact of accidents and diseases at work and the benefits of promoting OSH.
- ✓ Describe the main duties and rights of different stakeholders with respect to promoting OSH and key international labour standards that relate to them.
- ✓ Explain the principles for effective OSH management systems, for hazard identification, risk assessment and risk control.

Key contents

- Introduction to OSH
 - Occupational accidents and diseases
 - The human and economic impact of occupational accidents and diseases
 - International labour standards for OSH
- Promoting compliance with OSH standards
 - Main duties and rights of stakeholders
 - The development of OSH management systems
 - A new approach to labour inspection and OSH
- Hazard identification and risk assessment
 - Hazard and risk
 - Hazard identification
 - Risk assessment
- Risk prevention and control
 - Risk control hierarchies
 - Implementation and monitoring
 - Analyzing the causes of accidents and diseases



Overview

Occupational safety and health (OSH) is a subject that includes many different disciplines and approaches. Although there is now more common ground than in the past, there are still differences in understanding the aims and meaning of OSH concepts, and the principles that should guide its action. This lack of common understanding hinders the establishment of a shared viewpoint and basis for fruitful work on OSH. This Module, in addition to being a learning tool, aims also to serve as a useful reference in this respect, as illustrated in chapter one.

The main principles and concepts of OSH are set out in various Conventions and Recommendations adopted by the International Labour Conference as well as other documents of the International Labour Organization (ILO), such as codes of practice, resolutions and guidance documents, but most of all, in the ILO's Encyclopaedia of Occupational Health and Safety. The contents of this Module are derived from information embodied primarily in the abovementioned ILO documentation as well as from other national and international bodies of recognized competence in the field.

Chapter two describes the main rights and duties of the key stakeholders, as well as the modern approaches for the management of OSH at enterprise level and the role that inspectors should play in these new approaches.

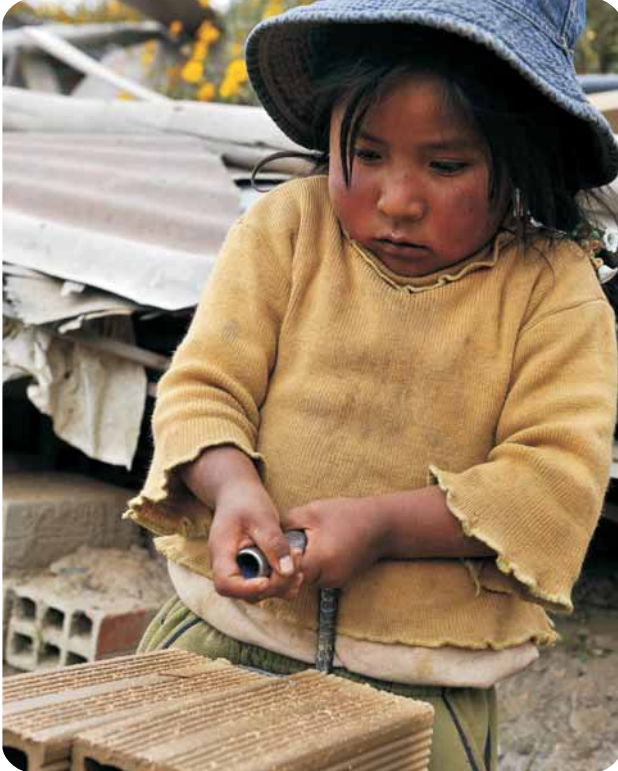
Chapter three explains the purposes and the contents of the techniques of hazard identification and risk assessment. Although the responsibility for the implementation of these techniques rests with the enterprise, inspectors need to be aware of them because of the need to verify whether the enterprise is implementing them correctly and because of the need to frequently advise the enterprises on how to do so.

Chapter four deals with the main principles to guide decisions on which risk control and prevention measures should be adopted, how to implement and monitor them and some considerations for analyzing the causes of accidents and diseases.

This Module cannot cover all the subject areas in the vast field of OSH. It focuses on the key concepts and principles, summarizing them in a way to be used as a tool and guide for labour inspectors. Further information - including the ILO Encyclopaedia and its glossary of technical terms - is provided in the Modules' References.



MODULE 9 Vulnerable groups



Objectives

The Module deals with the role of labour inspectorates in addressing the needs of vulnerable workers.

Participants should be able to:

- ✓ Describe the characteristics of key categories of vulnerable workers (in particular child labour, forced labour and human trafficking, migrant workers and workers infected and affected by HIV/AIDS including the forms of discrimination they may face).
- ✓ Explain the challenges for labour inspectorates in detecting and protecting such workers.
- ✓ Discuss how to cope with such challenges in practice

Key contents

Labour inspection and Child labour

- The issue
- The scale of the problem
- The “worst forms” of child labour
- Types of employment relationship
- The key international labour standards
- From ratification to enforcement
- Complementary strategies

● Forced Labour and Human Trafficking

- The concept of forced labour
- Trafficking in persons
- The dimension of the problem
- The role of labour inspection: a systematic approach
- Challenges for law enforcement
- Identification of victims and investigation
- Prosecution and penalties
- Treating victims
- Cooperation and partnership
- Training for labour inspectors

● Migrant Workers

- The issues
- The challenges for labour inspectors
- Training for labour inspectors

● Labour inspection and HIV/AIDS

- A rights-based approach
- Principles to guide labour inspection
- Functions of labour inspection
- Training for labour inspectors

Overview

Vulnerable groups of workers fall into many different categories and are present in many sectors of economic activity, varying from place to place, but nevertheless existing in practically all countries and in all regions of the world.

Chapter one deals with child labour. According to ILO estimates, about 250 million children between the age of 5 and 14 are working, mostly in developing countries. Almost half (some 120 million) work full time, every day, all year around. Some (50-60 million) are between 5 and 11 years old. The ILO estimates that as many as 22,000 children are killed at work each year. Children are unprotected, powerless and silent as far as their rights are concerned. Enforcing child labour laws and improving working conditions cannot be made without the labour inspectorate due to its unique mandate to enter establishments where children work. It is the labour inspector who is able to reach child labourers in the workplace and initiate moves towards meaningful actions.

Chapter two illustrates the main features concerning forced labour and human trafficking. According to Convention No. 29 forced labour is defined as: “all work or service that is exacted from any person under the menace of any penalty and for which the said person has not offered himself or herself voluntarily”. Forced labour often occurs as an outcome of trafficking in person (or human trafficking). It involves the movement of a person, usually across borders, for the purpose of exploitation. Effective actions against forced labour, including trafficking, requires an integrated approach that blends rigorous law enforcement with prevention and victim assistance measures. Given the complexity of the crime, it may be difficult to assign responsibility to one specific Ministry and policy coordination is therefore of crucial importance. Labour Inspectors have at their disposal a wide range of investigation methods that other law enforcement authorities may not possess. Most importantly, they usually have the power to enter freely in any workplace liable to inspection at any time of the day or night and without prior notice. Inspectors are required to investigate any complaint

concerning labour law violations without revealing the source of the complaint, thus encouraging victims to come forward.

Many international labour standards address the precarious situation of migrants. As mentioned in chapter three, migrant workers, whether national or foreign, and in the latter case whether legal or illegal immigrants, are especially vulnerable to abuse, exploitation, and violation of labour laws.

A report from the ILO shows that as many as 36 million of the 38 million people living with HIV are engaged in some form of productive activity, and at least 26 million workers have the virus. The consequences are felt by families, the public and private sectors, and national economies. Chapter four deals with labour inspection and HIV/AIDS in the workplace and illustrates instruments and principles that could guide labour inspection for protecting against discrimination, as well as prevention and care in the workplace, with particular reference to the ILO code of practice on HIV/AIDS and the world of work (2001)



MODULE 10

Labour inspection visit

Objectives

Participants should be able to:

- ✓ Describe the main principles underlying the carrying out of inspection visits.
- ✓ Identify, in a methodological and sequential way, the key factors to take into consideration in the preparation, conduct and follow-up of an inspection visit.
- ✓ Differentiate between the aims of different kinds of inspection visits.
- ✓ Describe some examples of how to prepare, conduct and follow-up inspection visits.

Key contents

- Basic principles
- Preparing for the Inspection Visit
 - Collecting background information
 - Types of inspection visits
 - Supporting documentation
 - Announced and unannounced visits
 - Transport facilities
 - Physical safety of inspectors
- Conducting the inspection visit
 - Preliminary contacts and formalities
 - The inspection visit: content and format
 - The closing meeting
- Follow-up and reporting
 - Communication with the enterprise
 - The inspection report



Overview

This module provides an overview of the main principles to bear in mind when planning, conducting and following-up inspection visits and some guidance as to how those principles might work in practice.

One of the assets of labour inspectors is the possibility of gaining direct access to workplaces through their inspection visits, so that they can ascertain working conditions as they truly are. As representatives of the Government, they play a key role in promoting compliance with relevant labour legislation, advising on and enforcing the law where necessary. Without efficient inspection visits the law would remain a dead letter and the protection afforded to the workers inefficient. Chapter one mentions some basic principles that define the legal and ethical framework within which inspectors operate.

The efficiency and quality of the inspection visits depends on a number of factors that should be carefully planned and standardized, starting with proper preparation, as described in chapter two.

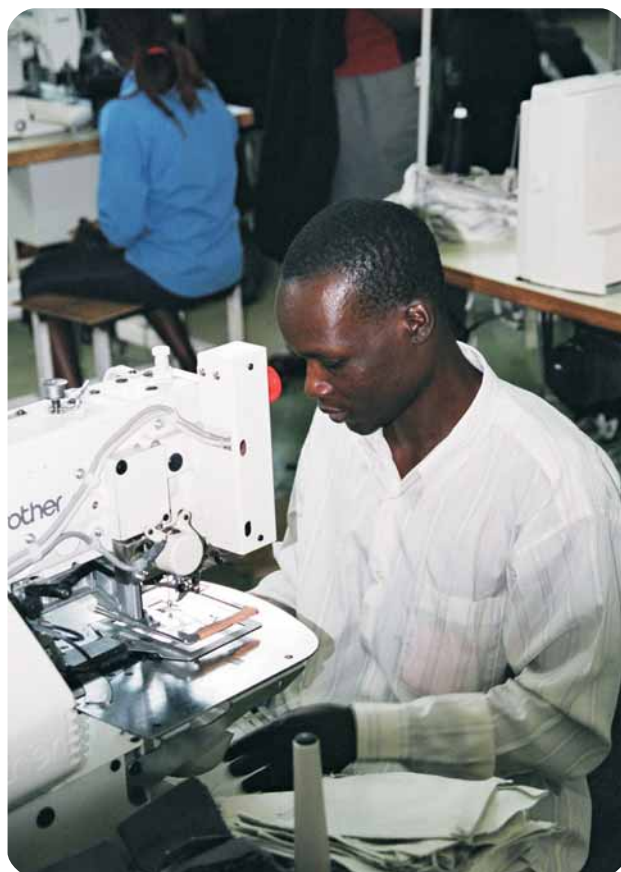


Chapter three gives guidance on how to conduct an inspection visit, including procedures, tools and the range of skills needed for this purpose.

During the visits, inspectors will need to exercise their judgment as to how well the law is being complied with and how capable the enterprise is at meeting its obligations on a day-to-day basis (after the inspector has left). Subsequent reporting and follow-up visits are also important aspects to consider so that they build on the benefits gained from earlier visits. It requires set guidelines and the inspectors' competences on decision-making and reporting. Chapter four deals with the abovementioned issues.

It is crucial that inspectors are well-trained in carrying out inspection visits, so that they have the necessary legal and technical knowledge and communication skills to be able to carry out the visits to maximum effect.

The module could also be used as a reference to develop a written standardized manual of procedures for the inspection visits, which is adapted to the particular conditions and policies of each country. It would contribute to train inspectors through the entire inspection process and managers supervising and supporting them.



MODULE 11 Tools for Labour Inspectorates

Objectives

Participants should be able to:

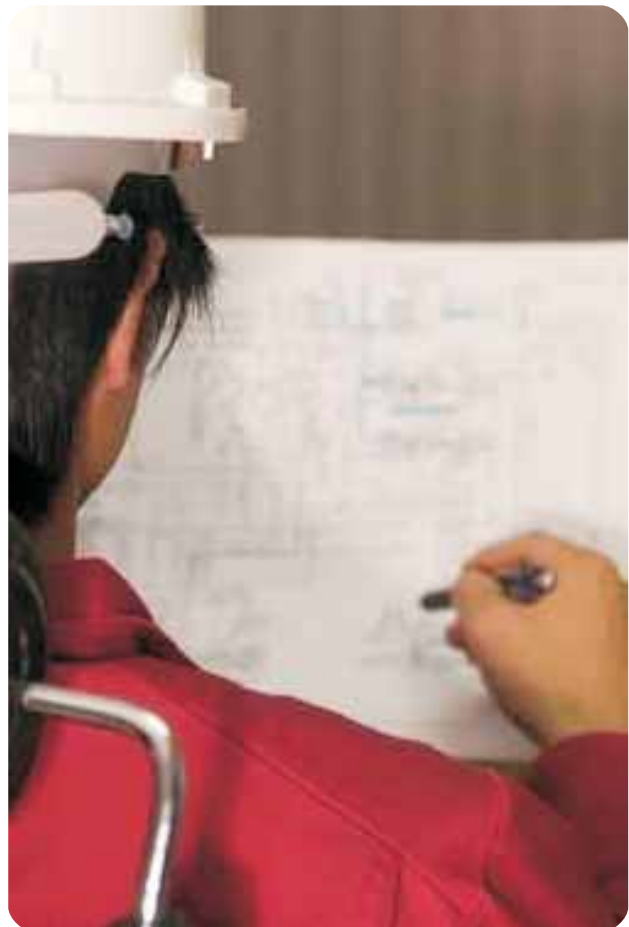
- ✓ Identify the key factors for selecting an electronic database that could better fit the needs and possibilities of the Labour Inspectorate.
- ✓ Describe the purposes, modalities, advantages and disadvantages of checklists as a tool for inspection visits.
- ✓ Examine the aims of the supporting policy documents and procedures.
- ✓ Explain the purposes, modalities and usefulness for both the inspectors and the stakeholders of some selected forms and resources.

Key contents

- Databases
 - Purposes
 - Key factors
 - Statistics
- Checklists
 - Purposes and modalities
 - Using checklists
 - Building a checklist
- Supporting policy documents
 - National labour inspection policy
 - Labour inspection manual
 - Code of conduct of inspectors
- Forms for stakeholders
 - Purposes
 - Modalities
 - Submission and reporting
- Other tools

Overview:

Labour inspectorates need to develop a supporting infrastructure for their operations, including an efficient information system able to provide the key information a labour inspector needs for her/his daily work, for example: What enterprises should be visited? Where are these enterprises? How many workers are there? Are there registers of previous visits?, etc.. Paper files have been traditionally used for this purpose, but today new technologies provide resources - such as electronic databases - that are much more efficient in storing, sharing and retrieving information. Chapter one and two provide reference and guidance on this topic.





Labour inspectorates should pay attention to support inspectors in their work. Chapter four illustrates different kinds of tools that can be developed for this purpose. Checklists can guide the inspector on the issues to be checked, help newly recruited inspectors, ensure standardization and consistency (all inspectors check the same issues), and facilitate the collection of homogeneous information from enterprises. Other kinds of tools can help to make decisions on what is the most adequate response before a violation or a situation.

Other tools refer to responsibilities and behaviours against which the action of inspectors can be judged, such as the national labour inspection policy, or codes of conduct for inspectors. Tools could also be developed for supporting the inspectors in reporting or record-keeping the inspection visits, or for elaborate violations reports or to initiate legal proceedings.

Labour inspectorates could decide to package all these tools in a comprehensive document; chapter three illustrates several examples of labour inspection manuals.

is quite common for labour regulations to include the duty for enterprises to record information describing working and employment conditions (number of workers, wages, working time, hazard identification, etc.). There are some issues that should also be notified to the labour authorities, such as occupational accidents and diseases. The forms for recording and notification are frequently standardized in order to ensure that all necessary information is included and easy to check. These resources can therefore help both the duty-holders in their obligations to record and report, and the inspectors in their work of verifying the labour situation of the enterprise. Chapter five provides examples of Forms for stakeholders.

MODULE 12 Institutional Capacity Building

Objectives

Participants should be able to:

- ✓ To review their training system and identify if improvements are needed.
- ✓ Define training profiles.
- ✓ Detect training needs.
- ✓ Design curricula, applying a systematic approach.
- ✓ Use adult-learning methods.
- ✓ Communicate better.
- ✓ Evaluate training activities.



Key contents

- The importance of qualified human resources
- Adopting a systematic approach
 - Coherent policy
 - Definition of profiles and competences (core, functional and managerial)
 - Training needs analysis
 - Curriculum design
 - Preparation and delivery of training activities
 - Feedback
- Learning modalities
 - Induction
 - Off-the-job training
 - On-the-job training
 - Lifelong learning
 - Graduate diplomas
- Adult learning methods
- Social-communication skills
 - Active Listening
 - Paraphrasing
 - Language Laundry
 - Helping people save face
 - Dealing with anger and emotion
 - Dealing with ego
 - Body Language
 - Effective communication
 - Assertiveness
- Code of ethical behaviour
- Evaluation, monitoring and feedback
- The importance of Institutional Capacity Building



Overview

This module provides a reference for labour inspectorates to strengthen their institutional capacity in terms of training their staff at different levels, adopting a professional approach on training, learning policy, design, implementation and evaluation.

In order to be able to perform all the functions mentioned in the modules of this training package, Labour inspectorates should be equipped with capable staff with the appropriate status, competences and behaviours.

Selection, recruitment policies and criteria are the first step for equipping labour inspectorates with competent staff, but even highly qualified persons need further learning exposure in order to be able to cope with the main challenges facing a labour inspector.

Institutional capacity building needs a systemic approach, articulated in different steps and components: the definition of a clear policy, vision and mission of labour inspection; the definition of the different profiles required for the system to be efficient and fully operational; the range of competences (core and specific) required for each profile; the capacity building policy to be adopted; the learning-training modalities; the design of the curricula, including contents and methods for adult

learning; and finally, the feedback, monitoring and evaluation that will provide inputs for the re-design and fine tuning of the curricula.

Labour inspectors should have a sound technical background in the different areas they are to operate in in accordance with the mandate of their labour inspectorate. In addition, they should be familiar, as part of their core competence, with all the main communication skills and be able to select and use them according to different specific purposes (sensitize, inform, advise, prevent, interview, investigate, sanction, etc.). They should know the policies, procedures, guidelines, checklists and tools of their labour inspectorate and be able to use them in their daily work, as illustrated in chapter one. They should be able to identify problems, detect causes, and rapidly take decision on what actions must be taken, always independently and free from external influences. Chapter two deals with situation analysis, including the assessment of conditions and constraints, the identification of the target groups and their training needs.

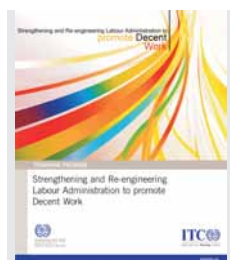
Chapter four is the core of the module and illustrates the key steps of the design and development of a training curriculum, while chapter five deals with evaluation. The behaviours of labour inspectors should reflect their commitment and the key role they are playing as guardians and advocates of workers' rights; chapter six makes some considerations on this topic and provides examples of Codes.

9. A broader approach: strengthening the capacities of labour administration systems

In addition to the specific Curriculum, training modules and tools for strengthening labour inspection, the ILO and the ITC/Turin have developed a set of courses and training packages to help labour administration in re-shaping and improve their services.

The following curricula, based on modular training packages, are available for tailor-made training activities and used in the international courses organized every year in Turin.

Strengthening and re-engineering labour administration systems



A 10-modules training material, covering all the main functions of a modern and efficient labour administration, following the guidance of Convention No. 150 and Recommendation No. 158. Designed for senior managers of labour administration.

 Available in English, Spanish and Arabic.

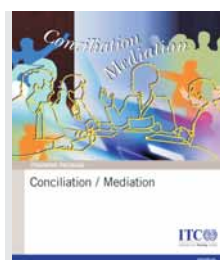
Occupational Safety and Health inspection systems



Training Curriculum based on selected international experiences and best practices for strengthening participants' competences to diagnose needs and set up proposals to improve labour inspection on occupational safety and health.

 Available in English.

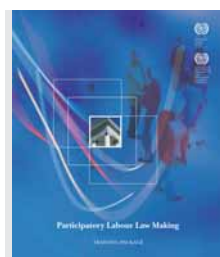
Conciliation and Mediation; principles, processes and techniques



Curriculum and training material for an experiential and practical approach in strengthening competences of conciliators-mediators of labour disputes.


 Available in English, French, Spanish, Portuguese, Arabic, Albanian, Bahasa-Indonesia.

Participatory Labour Law Making



The training material complements the ILO Guidelines on Labour Law drafting. It is articulated in three main components: the technical content, referring to international labour standards and comparative law; the drafting techniques, including

gender considerations, and the process of labour law making, adopting a social dialogue approach with the full involvement of the social partners in the decision-making.

 Available in English, French and Arabic; pilot on-line version in English for distance learning.

10. Reference publications

The fundamentals of labour administration



A well-coordinated, professional and efficient labour administration machinery is essential for the effective governance of the labour market. This book will be an invaluable resource for labour administrators, labour inspectors, conciliators, employment service officials, governments, workers, employers, researchers and professionals.

A comparative overview of terms and notions on employee participation



Workers' participation, employee involvement, information and consultation are topics of relevance for labour administrators. Procedures for information and consultation of employees and their representatives exist everywhere. They can be of a different nature and reflect, inevitably, the labour

administration and industrial relations systems in which they are applied. 2010

Good labour practice compilation of labour inspection practices and guidelines for effective labour inspections in Export Processing Zones (EPZs)



Labour inspection, as an essential part of labour administration, is vital for ensuring that the principles of international labour standards are implemented at the enterprise and branch levels, in promoting good governance in the world of work and in making Decent Work a reality.

Labour inspection in Europe: undeclared work, migration, trafficking

This report was prepared by Labour Administration and Labour Inspectorate Programme (LAB/ADMIN) team as the reference document for a meeting held in Budapest (29-30 October 2009) on labour inspection and undeclared work migration and trafficking in Europe. It highlights some of the different labour inspection measures enshrined in law and practice by the European Union countries and it is based in part on a questionnaire filled out by participants prior to the event. [...]

Labour Administrations and National Labour Policies Current Challenges, Practices and Policies

The current economic crisis has created multiple challenges for national systems of labour administration. The primary challenge has been the rapid increase in responsibilities entrusted to labour ministries and their agencies. [...]

The global economic and social crisis and its impact on labour inspection systems

During the economic crisis, companies have made difficult choices in an effort to reconcile the survival of firms with employment security, wages and benefits. In many cases, employees who feared losing their jobs accepted lower wages or reduced working time rather than face the prospect of unemployment. [...]

Smuggling-in flexibility: Temporary work contracts and the “implicit threat” mechanism. Reflections on a new European path



This paper describes some of the changes which have taken place in business and workforce practices in recent decades. In particular, it focuses on the increasing recourse of firms to outsourcing and non-standard forms of employment in pursuit of business flexibility.

Technical Memorandum: Ethiopia Labour Inspection Audit.

This report contains a number of recommendations for consideration by the Ministry of Labour and Social Affairs (MOLSA) and their social partners. These recommendations relate to several broad themes, such as the need for a national policy on labour inspection, better communications and data collection, organization and planning, human and material resources and training. [...]


Labour administration: To ensure good governance through legal compliance in Latin America. The central role of labour inspection.



This study examines the role of labour inspection in Latin America, where there is a shared history and language, as well as similar developments and common ideas on labour administration. This makes the subject amenable to a comparative approach.

ILO Labour Administration and Inspection Programme (LAB/ADMIN):

<http://www.ilo.org/labadmin/lang--en/index.htm>



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